

ADS

5 March 1963

MEMORANDUM FOR THE RECORD

Subject: Items Discussed with [] on 1 March 1963

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1. Surplus Filing Equipment and Supplies.

I gave [] a report showing that for the month of February surplus Filing Equipment and Supplies valued at [] were utilized by Agency offices. This was an actual monetary savings to the Agency because requisitions were in process or were to be prepared for the purchase of these materials. He was quite interested in the results and said that Col. White was aware of our program and wanted us to continue it.

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2. Use of Records Center Personnel at Headquarters.

I advised him that we had used [] from the Records Center to help us in some of our Headquarters projects and to serve also as "on-the-job" training medium for him. He approved of the idea and accordingly I will arrange for other personnel from the Center to come to Headquarters on a similar program.

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3. Treasury Department Management Improvement Program.

I left him a copy of the report on "Management Improvement" issued by Treasury and pointed out that approximately \$6 Million Dollars were saved thru Records Management and relative paperwork management efforts during 1962.

4. Survey Tour of OCR.

I discussed the 3 day Survey Tour that [] and I made of OCR and told him that at a later date I would discuss specific proposals that we may have on Records Disposition and other matters directly concerned with OCR.

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